



**Woodland Indian Arts Initiative
Grant Program
Fiscal Year 2015 (FY15)**

Guidelines

This program is supported with funding from the State of Wisconsin.

Purpose:

The Woodland Indian Arts Initiative (WIAI) is designed to promote and develop a foundation of cultural and economic support for traditional and contemporary Native American arts in Wisconsin. Its goal is to strengthen Native arts in Wisconsin for the long term. As part of this work, the Wisconsin Arts Board annually distributes funds from Gaming Compact monies to support artistic activities among [Wisconsin's tribes, bands and urban Indian communities](#).

Types of Activities Funded:

Funding priority goes to activities that work to build a long-term structure of support for Native arts in Wisconsin. These include but are not limited to:

- Professional arts administration positions in support of Native arts,
- Documentation of arts activities and cultural knowledge in Wisconsin's Native communities,
- Technical assistance and professional development to Native artists and arts organizations,
- Presentation and promotion of Wisconsin's Native artists through festivals, markets, exhibitions, various media and other forms of presentation, and
- Planning grants in preparation for any of the above.

New, expanded or existing projects are eligible. Traditional and contemporary art forms are welcome.

Who Can Apply:

Applicants must be organizations that provide direct services to members of Wisconsin's Indian communities and:

- are a unit of tribal government or hold tax-exempt status from federal income tax under Section 501(c)3 of the Internal Revenue Code;
- are incorporated in and conduct business in Wisconsin and have been doing so for at least 3 years;
- conduct arts-related work that involves and benefits Wisconsin's Native American communities;
- are the most appropriate sponsor for the proposed activities;
- and
- are able to match each dollar of Arts Board support with cash constituting at least ½ of the match. The other half of the match can be in-kind, cash, or a combination of the two.

Unincorporated nonprofit groups and incorporated nonprofit organizations that have been doing mission-related work for at least three years but lack 501(c)3 status from the Internal Revenue Service (IRS) can apply using a separate nonprofit organization as a [fiscal receiver](#).

Timeline:

Friday, October 31, 2014

Monday, November 3, 2014

Friday, November 21, 2014

Friday, December 5, 2014

December 8-31, 2014

January 1, 2015 – November 30, 2015

December 31, 2015

Electronic applications due

Postmark deadline for signed and printed copies of the application and work samples

Panel meets to review applications

WAB votes on panel's funding recommendations

Contracts are mailed to successful applicants. Awardees must sign and return contracts and other required paperwork. Checks will be issued upon WAB receipt of all necessary materials.

Activities may occur in this period.

Final report due

To Apply:

Complete these three steps:

1. Submit an electronic WIAI grant application by 3 p.m. on October 31, 2014. Applications submitted after 3 pm that day will not be accepted.
2. Mail a printed copy of the completed application with original signatures to the Arts Board. This must be postmarked no later than the next day of business (Monday, November 3, 2014).
3. Submit a work sample and any support materials by the next business day. These can be either mailed with the signed application or can be uploaded through the on-line application form.

It is the responsibility of the applicant to meet the deadline days and times.

The on-line application form is available on the Grant Programs page of the WAB website, artsboard.wisconsin.gov.

Award:

The award range is \$1,500 - \$4,000. Your grant request cannot be less than \$1,500 or more than \$4,000. Often there are more requests than funds available. It may not be possible to fund all of the deserving applicants at 100% of their request in a particular year.

A 1:1 [match](#), half of which must be cash, is required for these funds. This means that the amount of the grant request cannot be more than half the overall budget of the project.

Payments can be made to a [fiscal receiver](#) on behalf of the applicant.

Grant Proposal Assistance:

Arts Board staff is available to provide assistance throughout the year. This includes answering eligibility questions, refining proposal ideas, discussing fiscal receiver issues, reviewing drafts of the proposal and other forms of assistance. Call Anne Pryor at (608) 266-8106 or email anne.pryor@wisconsin.gov. Discussions with staff do not influence funding decisions.

Application Form:

The WIAI grant program uses an on-line application form, available [here](#). The form is created through a service called JotForm. You will be able to type answers into the form and submit an electronic version. The Arts Board additionally requires a signed printed copy of the completed application.

Tips for working with the application form:

- You can obtain a printed copy of the form by choosing the [Print Form](#) button at the end.
- You will be able to work on the form and then return to it with the information saved for 4 weeks from your start date, if you use the same computer and browser. Cookies must be enabled on your computer for this to work. If you plan to fill the application out in multiple sessions, test this feature before you proceed very far to make sure it works for you.
- Write your narrative answers first in a word processing program so that you can copy and paste into the JotForm application.
- The questions marked with a red asterisk * are required. If you skip any, you will be prompted to complete them before you are able to submit.

Application Advice:

The application will ask questions about the applicant organization, the proposed activity, the proposed budget, and the artists and communities involved in the activity. Regarding specific questions asked in the application:

- Applicants must have a [DUNS number](http://www.dnb.com/get-a-duns-number.html) before they can receive an Arts Board grant. To obtain a DUNS number, go to <http://www.dnb.com/get-a-duns-number.html>. If you are using a fiscal receiver, the fiscal receiver organization must have a DUNS number (and the applicant organization does not need one). You will be able to submit the application while you are waiting to receive a newly-applied-for DUNS number.
- Only those applicants using a fiscal receiver need complete that part of the application. If you answer no to the question about using a fiscal receiver, that section of the application will not appear.
- Some of the questions on the application refer to information the Arts Board is required to send to our federal partner, the National Endowment for the Arts.
- The total [organizational budget](#) of the applicant organization should be for the most current fiscal year possible.
- The budget numbers entered should roughly follow this formula:
Total Budget = Grant Amount Requested + [Matching Funds](#)
 - The matching funds must be at least equal to the amount you are requesting from WAB. (Overmatching is OK.)
 - At least half of the matching funds must be in cash. Cash can be any funds coming from sources such as foundations, government agencies or personal contributions, as well as any funds the applicant is contributing via staff time, space usage, printing expenses, supplies, etc.
 - The remainder of the matching funds can be either cash or [in-kind](#) or a combination of the two. In-kind can be any contribution made by partners such as staff time, space usage, supplies, etc. The dollar equivalent of volunteer time or donated materials is in-kind as well.

Applications that do not have a balanced budget or the required match will not be considered in the panel review.

- When planning your budget, know that Arts Board funds cannot be spent on the following types of items: capital expenditures (e.g., renovation of a building), benefit/fundraiser activities, prizes or awards, individual tuition, hospitality expenses (e.g., refreshments at receptions, gallery openings, etc.), or activities that occurred before the start of the grant period.
- The Activity Summary has a maximum total of 500 words length. This is about 1-page in length. Be sure to include the following information:
 - a brief introduction to the applicant organization (If appropriate, you could use the mission statement of the organization as the introduction),
 - a general description of the proposed activity (describe the project in 1 or 2 sentences. It's good to include the goal of the project here),

- details about the proposed activity that include the:
 - o who (who will be doing the work? Who are the specialists involved? Who are the partners involved? Who is the audience or beneficiaries? If an artist is involved, why is this artist the most appropriate one for the activity?),
 - o what (what will occur in the project?),
 - o when (in what month will the activity begin? In what month will it end?),
 - o where (where will the activity occur?),
 - o the how of the project (if not already covered in previous parts of the Activity Summary, describe how the work will get done),
 - o the why of the project (eg, why are you doing this? Why does the community need this activity? How will this activity strengthen the foundation for Native arts in Wisconsin?), and
 - o whether this is an expansion or continuation of an existing activity. If it is, explain how this proposed activity is connected to the existing activity.
- The Community Description should be a brief explanation of the community in which this activity will occur or the community that will benefit most from the activity.
- For the Work Sample Description, provide a short description of each item submitted so that the panel will know what they are seeing or hearing. Provide information on all items submitted. If images, audio tracks or video, include the title, year created, and a brief description.

Work Samples:

Along with the application, you will need to send work samples to WAB. This is supporting material that gives evidence of the high quality and/or cultural significance of the proposed art. Applicants may upload images within the application form, upload a document with link/s to on-line audio and/or video samples, or mail work samples to the Arts Board. If you choose to upload, use the fields provided in the application form to submit your work samples.

Images - For each visual artist involved in the proposal, send excellent quality images of recent work in JPEG format (jpg). Images that show past events or products appropriate to the current proposal are also welcome. A total of 10 images is possible. The file name of each image should include the applicant organization's acronym or brief name and title of work, eg. DOAA_sunrise.jpg. **Image Description** - For each image submitted, include a brief description in the Work Sample Description section of the application. Include the title, year created, and a short description of each image.

Documents – There are two types of documents to possibly upload: links to on-line audio/video work samples or administrative documents like a job description or résumé.

Audio/Video Links - For each performing artist involved in the proposal, send a link to an audio or video sample that illustrates high quality recent work. Video that shows past events or products appropriate to the current proposal are also welcome. **Audio/Video Document** – upload a document that includes a link to the on-line audio or video, the title of video or track, year performed, and a description of the performer/s and content. **Administrative Documents** – If appropriate to the project, upload a file that provides details about a proposed professional's experience and qualifications, or a description of the qualities that will be sought in such a professional.

Mailed Work Samples - If you choose to mail work samples to the Arts Board, include a CD, DVD or flash drive along with the signed printed application. If the work sample is a **Literary Work**, mail the it with the

other hard copy materials; if it is available electronically, in which case upload it (or a link to it) in the Documents section of the application. The deadline for mailing work samples is a postmark of the next business day following the application due date (for FY15 applications, that is November 3, 2014).

Use this general guide for selecting appropriate work samples:

- Professional arts administration positions in support of Native arts – résumé of proposed administrator or job description for proposed administrator
- Documentation of arts activities and cultural knowledge in Wisconsin's Native communities – work samples that show the types of artists and arts activities expected to be documented
- Technical assistance and professional development to Native artists and arts organizations – résumé of proposed trainer/provider of assistance
- Presentation and promotion of Wisconsin's Native artists through festivals, markets, exhibitions, various media and other forms of presentation – work samples of proposed artists and/or work samples that show the quality of past presentations by the applicant organization
- Planning grants in preparation for any of the above – work sample as described above.

To Submit:

To submit the completed application, choose the [Submit Form](#) button at the end of the application form by the 3 pm deadline of **Friday, October 31, 2014**. That will send an electronic version of your application – along with any work samples you uploaded – to the Arts Board. *However, the Arts Board requires original signatures on the application.* After submitting electronically, an email with a link to a PDF copy of your completed application will go to the email address indicated in the Applicant Organization information. Use that link to print the PDF. Obtain signatures from an [authorized representative](#) of the applicant organization, and if appropriate, an authorized representative of the fiscal receiver organization.

Mail the printed and signed application, along with any work samples not uploaded, **by Monday, November 3, 2014**. This is a postmark deadline. Mail to: **Wisconsin Arts Board, PO Box 8690, Madison, WI 53708**. If you hand deliver or use a mailing service other than the US Postal Service, the street location is 201 W. Washington Ave, 2nd Floor, Madison, Wisconsin 53703.

Evaluation Criteria:

A review panel will convene on November 21, 2014 to evaluate the applications and make funding recommendations. Anyone is allowed to attend these meetings as a silent observer; the meetings are held at the Arts Board office in Madison. The panel's recommendations will be reviewed by the Wisconsin Arts Board at its December meeting. WAB staff will notify applicants as to how their application fared following the board meeting.

Applications to the WIAI grant program will be evaluated on the following criteria:

1. Quality of the proposed art form,
2. The feasibility of the proposed activity,
3. The degree to which the proposed activity will develop a foundation of cultural and economic support for Native arts in Wisconsin, and
4. The degree to which the proposed activity will serve a need or interest in one or more of the [identified Indian communities in Wisconsin](#).

Definitions:

Authorized representative – This is a person with authority to commit an applicant legally, usually the executive director or the president of the board of directors.

DUNS number - DUNS stands for “data universal numbering system,” a coding method developed by Dun and Bradstreet (D&B) to track businesses (including nonprofit organizations) in its database. Many state and national arts groups, including the Wisconsin Arts Board, use a powerful advocacy tool (the Creative Industries project) that in turn uses DUNS numbers to identify each for-profit and nonprofit arts-related business in the country. The more accurate the information is, the more successful our combined efforts to increase awareness of the national scope and importance of the arts industry will be. Visit [this site](#) for more information regarding this financial history “DUNS” number.

Fiscal receiver - An incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for projects initiated by unincorporated, nonprofit organizations – or by incorporated, nonprofit organizations that do not have financial/administrative capability or meet the 3-year requirement. The fiscal receiver accepts responsibility for administering paperwork and project funds throughout the Arts Board’s grant process. The unincorporated group or organization completes the project activity.

In-kind contributions – goods or services contributed to the applicant organization by individuals, other agencies, or businesses that have a demonstrable cash value. These may include items such as donated or discounted space and equipment rental, printing, advertising costs, professional services and other labor, etc. In-kind contributions are valued at fair market price and must be capable of being verified upon request.

Matching funds – the portion of the activity costs not borne by the Wisconsin Arts Board. Matching funds must amount to at least 50 percent of total costs.

Organizational budget – all funds budgeted for an organization’s operations, activities, programs, and services during a fiscal year. Operating expenses do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

Wisconsin’s Native American bands, tribes and urban Indian communities –

Bad River Band of Lake Superior Chippewa Indians

Brothertown Indian Nation

Forest County Potawatomi Community

Ho-Chunk Nation

Lac Courte Oreilles Band of Lake Superior Chippewa Indians

Lac du Flambeau Band of Lake Superior Chippewa Indians

Menominee Indian Tribe of Wisconsin

Oneida Nation of Wisconsin

Red Cliff Band of Lake Superior Chippewa Indians

Sokaogon Chippewa Community

St. Croix Chippewa Community

Stockbridge-Munsee Band of Mohican Indians

Urban Indian populations in Milwaukee, Madison, Green Bay and other urban centers